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GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
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LYNN T. BESHEAR
COMMISSIONER

**RE-ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION
EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE: Habilitation Treatment Coordinator II **NUMBER:** 17-26
JOB CODE: O3000 **DATE:** 2/9/2018
SALARY RANGE: 72 (\$35,589.60 - \$53,995.20) **PCQ#:** 8824031
JOB LOCATION: Department of Mental Health
Region I Community Services
401 Lee Street Northeast
Decatur, AL 35601

MINIMUM QUALIFICATIONS: Master's degree in a Human Service field, plus post graduate experience (24 months or more) in providing services to individuals diagnosed with intellectual/developmental disabilities (ID/DD).

Human services field includes the following disciplines: Social Work, Psychology, Criminal/Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs.

NECESSARY SPECIAL REQUIREMENTS: Possession of, or eligibility for, license or certification, if required for the particular discipline. Extensive travel throughout Region I is required. Must have a valid driver's license to operate a vehicle in the State of Alabama and have a good driving record.

KIND OF WORK: This is professional work providing consultation services and training for providers and providing therapeutic evaluation services to support clients with intellectual/developmental disabilities (ID/DD). The employee in this position will serve as a member of the Comprehensive Support Services (CSS) Team. This position will be responsible for assisting and training providers in conducting functional assessments of challenging behaviors and skill deficits, review assessment results and generate written reports. For children referred to the CSS Team, assess and identify current support /service needs and assist in obtaining those resources; conduct searches of scientific literature (particularly in the area of applied behavior analysis) on topics relevant to consultations, supervise the provision of onsite assistive direct care training and provide feedback to help ensure competency, conduct and coordinate follow up monitoring and training to ensure recommended strategies are implemented as prescribed, attend and provide input at the psychiatric clinic, community interdisciplinary

meetings and other meetings as assigned, and assist in coordination of services by the CSS Team (especially services for children referred).

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of intellectual/ developmental disabilities (ID/DD). Knowledge of current literature regarding treatment of persons with ID/DD. Considerable knowledge of psychological and behavioral techniques applied in the development of behavior training programs. Ability to work closely with others. The ability to communicate effectively orally and in writing. Knowledge and experience in using a personal computer and related software programs. Ability to read and comprehend clinical and administrative materials such as policies, psychological evaluations, etc. Interpersonal skills that foster a positive relationship with individuals receiving services, service providers, and families.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at www.mh.alabama.gov. **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the school, college, or university to the personnel office at the above address.

DEADLINE: March 9, 2018